

Classification

4 April 1952

25X1A9a

TO: Assistant Director  
Office of Collection and Dissemination  
FROM: [REDACTED] Organization and Methods Examiner  
SUBJECT: Report on Office of Training (General),  
Area Top Secret Control Office

1. PROBLEM: Review of operating methods of the Area Top Secret Control Office, Office of Training (General), for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 2 April 1952

25X1A9a

a. Area Top Secret Control Officer:  
Alternate Top Secret Control Officer: None

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) The volume of Top Secret material handled by this Area is minor (three documents from 21 February to date) that the Area TSCO occasionally overlooks submission of a weekly log to Central TSCO when documents are received. The examiner requested that in the future every effort should be made to submit a log promptly inasmuch as failure to do so necessitates follow-up by Central TSCO.

25X1A9a

(2) No alternate has been designated to act as Area TSCO in [REDACTED] absence. The examiner suggested that this should be done immediately.

b. General Problem:

The Area TSCO suggested that it would be helpful to all TSCO's if a binder could be devised which would provide space for (1) log sheets, (2) complete list of TSCO's, alternates, assistants throughout CIA, (3) TS regulations and interpretations, and (4) TS procedures.

Document No. 10  
NO CHANGE in Class.   
 DECLASSIFIED  
Class. CHANGED TO: TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763

-2-

4. CONCLUSIONS:

The small volume of TS material, plus the fact that any such material received remains in the Office of the Chief, makes the problem of this Area minor. No security hazards were found. Personnel interviewed were very cooperative and courteous.

5. ACTION RECOMMENDED:

- a. Submission of a weekly log promptly if documents were received.
- b. Appointment of a Deputy Area TSCO.

25X1A9a

O&M Examiner

CONCURRENCES:

25X1A9a

CIA Top Secret Control Officer

W. L. Peel  
Chief, Organization and Methods Service